

Macomb Community Action Advisory Board
Full Board
June 9, 2009

The Macomb Community Action Advisory Board met on Tuesday, June 9, 2009 at the Greater New Hope Baptist Church, 58527 Delanie Street, New Haven, Michigan.

MEMBERS PRESENT:

Mary George, Chair
Norman Bordo
Denise Amenta
Commissioner Sprys
Laura Johnson
Debi Schroeder
Jessica Cheshire
Fran Sturtz
Peggy Kennard
Reverend Mack
Tammy Patton
Eudora McKinney

MEMBERS EXCUSED:

Hazel Rivers
John Bierbusse
Commissioner Torrice
Nellie Martin
Commissioner Flynn
Ron Chriss
Alice King
Michael Bruci
Betty Slinde

STAFF PRESENT:

Frank Taylor
Mary Solomon
Madeleine Olszak

GUESTS FROM THE DEPARTMENT
OF HUMAN SERVICES:

Frank Pattinson
Jeff Wyman

I. Call to Order/Pledge of Allegiance

The meeting was called to order by Chair George at 12:17 p.m.

Reverend Mack introduced Anna Ogletree. Ms. Ogletree is in charge of the Youth Programs at Greater New Hope Baptist Church. She is currently working on the Tutor and Instruction for Progressive Students (TIPS). This program is designed to improve academic performance of students in 3rd grade to 12th grade.

Chair George introduced Frank Pattinson and Jeff Wyman from the Department of Human Services. They are currently doing a Comprehensive Monitoring from June 8 through June 11, 2009. They will be reviewing the Temporary Assistance to Needy Families (TANF) Program, Weatherization - Department of Energy (DOE), Low-Income Home Energy Assistance Program (LIHEAP), Michigan Public Service Commission (MPSC) Weatherization, Client Education, Community Services Block Grant (CSBG), ROMA Programs, and additional program components.

II. Determination of a Quorum

It was determined that a quorum was established with 12 members present.

III. Approval of the Agenda

Norman Bordo, supported by Reverend Mack, made a motion to approve the Agenda as submitted. Motion carried.

IV. Approval of March 10, 2009 Minutes

Denise Amenta, supported by Fran Sturtz, made a motion to approve the March 10, 2009 Minutes. Motion carried.

V. Public Comment

Chair George stated that this committee operates under the Open Meetings Act and asked if anyone was present who wished to address the Committee. There being no one present requesting this privilege, Chair George proceeded with the meeting.

VI. Chairperson's Report

1. Announcement regarding October Election of Officers

Chair George announced the Election of Officers will be held in October. She requested that Board members contact Frank Taylor, Mary Solomon or Mary George with their nominations for the position of Chairperson, 1st Vice Chairperson, and 2nd Vice Chairperson for 2009/2010. A slate of officers will be presented at the October 20, 2009 Full Board Meeting.

Committee Reports

Executive Committee – Mary George presented:

1. Recommendation to approve the Head Start Policy Council By-Laws with Revisions

Denise Amenta, supported by Jessica Cheshire, made a motion to approve the Head Start Policy Council By-Laws. Motion carried.

2. Recommendation to approve the Weatherization Assistance Program (DOE) PY 09 Local Service Plan

Norman Bordo, supported by Debi Schroeder, made a motion to approve the Weatherization Assistance Program (DOE) PY 09 Local Service Plan. Motion carried.

3. Recommendation to approve the Weatherization Assistance Program (DOE – S Stimulus/ARRA) Plan

Mr. Taylor presented the DOE – S (Stimulus/ARRA) Weatherization Assistance Program Plan (period covering 4/1/09 – 3/31/12). He stated:

- The Grant Period is April 1, 2009 through March 31, 2012.
- Funding Amount will be \$8,127,986.
- Funding Utilization will allow MCCSA to weatherize 1,166 dwellings.

Eudora McKinney, supported by Tammy Patton, made a motion to approve the Weatherization Assistance Program (DOE – S Stimulus/ARRA) Plan. Motion carried.

4. Recommendation to receive The Emergency Food and Assistance Program (TEFAP) FY 2009 Funds

Fran Sturtz, supported by Denise Amenta, made a motion to receive The Emergency Food and Assistance Program (TEFAP) FY 2009 Funds. Motion carried.

5. Recommendation to receive The Emergency Food and Assistance Program (TEFAP) – ARRA Funds

Peggy Kennard, supported by Reverend Mack, made a motion to receive The Emergency Food and Assistance Program (TEFAP) – ARRA Funds. Motion carried.

6. Recommendation to receive Emergency Food and Shelter (FEMA) Program Funds

Ms. Solomon presented information on the FEMA Emergency Food and Shelter Program (Phase 27 funds). She stated the Emergency Food and Shelter Program – Phase 27 Award letter was received. Macomb County will receive the following:

- \$100,000 for food
- \$ 96,521 for rent and mortgage assistance.
- For a total of \$196,521.

Norman Bordo, supported by Debi Schroeder, made a motion to receive the Emergency Food and Shelter (FEMA) Program Funds. Motion carried.

7. Recommendation to approve the Head Start Continuation Grant

Mr. Taylor presented the Head Start Continuation Grant. He stated:

- Grant Period – September 1, 2009 – August 31, 2010
- Funding Amount - \$5,538,096
- In-Kind/Match - \$1,384,524

Tammy Patton, supported by Fran Sturtz, made a motion to receive the Head Start Continuation Grant. Motion carried.

8. Recommendation to approve the Community Services Block Grant (CSBG) Modification

Denise Amenta, supported by Peggy Kennard, made a motion to approve the Community Services Block Grant (CSBG) Modification. Motion carried.

9. Recommendation to approve the Senior Nutrition Grant Modification

Debi Schroeder supported by Eudora McKinney, made a motion to approve the Senior Nutrition Grant Modification. Motion carried.

Budget Committee Report – Jessica Cheshire presented:

1. Recommendation to receive and file the Budget Summary Report

Ms. Olszak reported that the County allocation has been reduced by \$113,426 due to non-reallocated lapsed county funding. Mr. Taylor stated he anticipates the County will be requesting additional cuts (approximately 5 – 10%) in program dollars.

Eudora McKinney, supported by Tammy Patton, made a motion to receive and file the Budget Summary Report. Motion carried.

2. Recommendation to receive and file the Special Assistance Grants Progress Reports

Denise Amenta, supported by Reverend Mack, made a motion to receive and file the Special Assistance Grants Progress Reports. Motion carried.

3. Recommendation to receive and file the Cash Donations Progress Reports

Eudora McKinney, supported by Tammy Patton, made a motion to receive and file the Cash Donations Progress Reports. Motion carried.

4. Recommendation to receive and file the Financial Detail Weatherization Program Report

Frank Sturtz, supported by Debi Schroeder, made a motion to receive and file the Financial Detail Weatherization Program Report. Motion carried.

5. Recommendation to receive and file the Financial Detail Senior Nutrition Program Report

Mary George, supported by Laura Johnson, made a motion to receive and file the Financial Detail Senior Nutrition Program Report. Motion carried.

6. Recommendation to receive and file the Walk for Warmth Event Report

Mr. Taylor thanked the Board for their time and participation at the Walk for Warmth event this year.

Debi Schroeder, supported by Mary George, made a motion to receive and file the Walk for Warmth Event Report. Motion carried.

Mr. Taylor presented the Earned Income Tax Credit (EITC) Grants update. He stated:

- CSBG-T Tax Preparation Assistance Program
 - Number of households served (unduplicated) – 686
 - Number of household members served (unduplicated) - 832
 - The Community Action Centers completed 1,940 Tax forms.
 - Number of returns E-Filed - 799
 - Total Amount of Refunds were \$171,666
 - Total Amount of Credits were \$481,004
- TANF-E Tax Preparation Assistance Program
 - Number of households served (unduplicated) – 208
 - Number of household members served (unduplicated) - 676
 - The Community Action Centers completed 928 Tax forms.
 - Number of returns E-Filed - 303
 - Total Amount of Refunds were \$157,055
 - Total Amount of Credits were \$490,917

Program Planning & Evaluation Committee Report – Denise Amenta presented:

1. Recommendation to approve the Head Start COLA/Quality Improvement Grant

Tammy Patton, supported by Fran Sturtz, made a motion to approve the Head Start COLA/Quality Improvement Grant. Motion carried.

2. Recommendation to approve the Home Injury Control (HIC) grant to the Area Agency on Aging 1-B

Eudora McKinney, supported by Reverend Mack, made a motion to approve the Home Injury Control (HIC) grant to the Area Agency on Aging 1-B. Motion carried.

3. Recommendation to approve the Senior Citizens Chore grant to the Area Agency on Aging 1-B

Tammy Patton, supported by Fran Sturtz, made a motion to approve the Senior Citizens Chore grant to the Area Agency on Aging 1-B. Motion carried.

4. Recommendation to approve Senior Nutrition grant to the Area Agency on Aging 1-B

Mr. Taylor requested that the Board refer to the white handout on the Senior Nutrition grant. He stated:

- The Grant period is October 1, 2009 through September 30, 2010.
- Funding allocation is estimated for 2010 - \$1,880,646 based upon projected state reductions.
- Funding will provide senior citizens ages 60 and older with nutritious meals.

Norman Bordo, supported by Peggy Kennard, made a motion to approve the Senior Nutrition grant to the Area Agency on Aging 1-B. Motion carried.

5. Recommendation to approve Low Income Home Energy Assistance Program (LIHEAP) Grant

Fran Sturtz, supported by Tammy Patton, made a motion to approve the Low Income Home Energy Assistance Program (LIHEAP) Grant. Motion carried.

6. Recommendation to receive and file Head Start Self-Assessment Improvement Plan

Tammy Patton, supported by Fran Sturtz, made a motion to receive and file the Head Start Self-Assessment Improvement Plan. Motion carried.

7. Recommendation to receive and file Results Oriented Management & Accountability (ROMA) Second Quarter FY 2009 Report

Mary George, supported by Fran Sturtz, made a motion to receive and file the Results Oriented Management & Accountability (ROMA) Second Quarter FY 2009 Report. Motion carried.

8. Recommendation to receive and file February, March, and April Program Reports

Ms. Amenta praised the MCCSA staff for their hard work and commitment to their customers.

Tammy Patton, supported by Debi Schroder, made a motion to receive and file the February, March, and April Program Reports. Motion carried.

9. Recommendation to receive and file the Letter Carriers Postal Food Drive Report

The Letter Carriers Postal Food Drive was held May 9, 2009. The Macomb Food Program received 263,123 pounds of food. Items collected were canned beef stew, boxes of cereal, chicken soup and hundreds of other food items. These items will help feed families, frail senior citizens on fixed incomes, disabled veterans, the unemployed and underemployed and homeless individuals.

Mary George, supported by Tammy Patton, made a motion to receive and file the Letter Carriers Postal Food Drive Report. Motion carried.

10. Recommendation to receive and file the Senior Nutrition Program Report

- a. Congregate Site Customer survey results
- b. Home Delivered Meals survey results

Debi Schroeder, supported by Tammy Patton, made a motion to receive and file the Congregate Site Customer survey results and the Home Delivered Meals survey results. Motion carried.

11. Recommendation to receive and file the Head Start Policy Council Report

Ms. Patton reported the Head Start Program is winding down for summer. Policy Council minutes were distributed.

Tammy Patton, supported by Fran Sturtz, made a motion to receive and file the Head Start Policy Council Report. Motion carried.

VII. Director's Report – Mr. Taylor reported on:

- The Head Start Expansion Proposal
 - Funding Amount – an average projected award of \$500,000 per budget period for two years.
 - Period of Performance - If approved will be incorporated into the annual continuation grant after two years.
 - Utilization – Increase the number of pre-school age children from 842 to approximately 910. The possible addition of a Home Based program. Additional classrooms and transportation costs needed to provide expanded services.

Fran Sturtz, supported by Reverend Mack, made a motion to approve the Head Start Expansion Proposal. Motion carried

- Early Head Start Proposal
 - Funding Amount \$1,200,000 per budget period for two years.
 - Period of Performance will be two years.

- Utilization – Serve income eligible pregnant women and children birth to three (3) years of age. The number of low-income children served will be approximately 80.

Ms. Sturtz requested to be on the Evaluation Committee for choosing appropriate Child/Day Care Center Providers.

Discussion followed.

Eudora McKinney, supported by Tammy Patton, made a motion to approve the Head Start Proposal. Motion carried

VIII. Announcements/Emerging Issues

➤ Mr. Taylor reported:

- Temporary Assistance to Needy Families (TANF) Program had a stoppage of funds. MCCSA will be returning \$14,920.63 to the State.
- The Amended Senior Nutrition Program budget has been submitted. He stated the funding has been cut by \$50,000.
- Exhausted Unemployment Compensation Benefits – many claimants' extended unemployment benefits will be exhausted this summer.
- CSBG ARRA funding was received this week and will be used at the Community Action Centers to aid with the increased needs of clients.
- There is a possibility that the MCAAB Committees may have to meet this summer.

IX. Schedule Next Meeting – Committees: Executive-9/8 MI Works! Conference Room
 Budget-9/10 MI Works! Conference Room
 Program Planning & Eval.-9/24 MI Works!
 Conference Room

Full Board: 10/20 Health Department Conference Room

X. Adjournment

Norman Bordo supported by Jessica Cheshire, made a motion to adjourn at 2:00 p.m.
 Motion carried.

Respectfully Submitted

Mary Solomon, Assistant Director